

**Job Description**  
**Volunteer Coordinator**  
**28 hours per week**

**Summary:**

Working collaboratively and under the general direction of the Program Manager, The Volunteer Coordinator ensures the vision for the volunteer program is aligned with the mission, vision and strategic directions of Community Services. The primary role of the Volunteer Coordinator is to develop and oversee organization-wide volunteer management and build capacity in areas of volunteer engagement along the coast.

**Key Duties and Responsibilities:**

- Creates an environment where volunteers are engaged and supported to make meaningful contributions to SCCSS and the community.
- Develops, implements and evaluates the volunteer program strategy.
- Works with SCCSS staff to identify, plan and develop volunteer position descriptions that build program capacity.
- Establishes leadership development and participant directed volunteer opportunities as a key component of the volunteer program.
- Develops and implements strategies to recruit effective volunteers with appropriate skills.
- Process individual volunteer applications including interviewing, screening and reference checks.
- Sources funding opportunities and applies for grants to support SCCSS volunteer programming.
- Develops policy as it relates to the safety and development of volunteers.
- Conducts training, orientation and skill building workshops for volunteers.
- Updates website and social media with current information and opportunities.
- Leads volunteer recognition activities and events including the annual Volunteer Faire and biennial Celebration of Excellence Awards.
- Maintains accurate and up to date records including volunteer statistics and the Grant Connect database.
- Represents the volunteer program at internal and external events.
- Works with the Manager to ensure volunteers have opportunities to be engaged in program oversight, development and implementation.
- Provides volunteers with performance feedback, coaching, and conducts performance reviews.
- Collaborates with the Manager to prepare and monitor program budgets.
- Ensures effective service delivery consistent with agency mandate and policy.
- Support the recruitment of volunteers for other local organizations/programs and assists with the development of their volunteer programs.

**Qualifications:**

- Two years of experience managing a volunteer program plus a certificate in Volunteer Management from a recognized program or the equivalent in education and experience.
- Familiarity with the culture of a non-profit environment.
- Knowledge and experience working with the unique needs of volunteers.
- Event planning and execution experience.

- Experience working with diverse populations.
- Demonstrated cultural competency.
- Experience and knowledge related to mental health and food security.
- Excellent interpersonal skills able to adapt communications to wide audience.
- Excellent organizational/time management skills.
- Excellent communication skills - interpersonal, verbal, written, presentation and workshop facilitation.
- Works well as part of a team and is also able to set individual priorities.
- Strong computer skills in Microsoft Office suite.
- Ability to work under pressure and manage multiple projects and deadlines.
- A flexible schedule for evening and/or weekend events.
- Experience working with diverse communities is an asset.
- Successful results of criminal records check.
- Valid driver's license and reliable vehicle is required to meeting and events across the Coast.

### **Working Conditions**

This position works in an office environment with time spent at various locations (indoors and outdoors) for different events and to provide support to volunteers and staff.

### **Physical Requirements**

Lifting and moving of supplies, office supplies and other related equipment.  
Moving of furniture such as setting up tables and chairs.